



LeSoleil

**567 Hornby St
Vancouver, BC
V6C 2E8
(604) 632 – 3000**

Policies & General Information

Taxes, Service & Labor Charges

All food and beverage charges are subject to 18% Service Charge, 5% GST & 10% Liquor Tax

Government taxes are applicable as follows:

Food & Beverages: 5% GST, 18% Service Charge (GST applies on Service Charge)

Alcohol : 10% Liquor Tax, 5% GST, 18% Service Charge (GST applies on Service Charge)

Labor Charge: 5% GST

Audiovisual: 5% GST, 7% Provincial Sales Tax

Alcohol

In accordance to BC liquor laws, the hotel through the BC Liquor Distribution Board must purchase all alcoholic beverages consumed in licensed areas. Liquor service is not permitted after 1:00am. For all functions utilizing a bar, any opened alcohol will be converted to per glass cost and billed on consumption.

Audiovisuals

If you require audiovisual equipment we would be happy to make arrangements for you at an additional cost. 5% GST & 7% Provincial Sales Tax will apply to all audiovisual equipment.

Guarantees

The hotel requires an approximate guest count at the time of booking. The final guarantee number must be confirmed 72 business hours prior to the event. If no guarantee is received at the appropriate time, the last final number will be used as the guarantee.

Hotel Le Soleil reserves the right to provide an alternative venue, should the number change substantially from the original number. In such cases, the client will be advised of the change in advance.

Payment

A non-refundable deposit is required to confirm the event on a definite basis. The balance will be payable upon departure. Payment must be made by certified bank draft or company check, cash or credit card. Should you wish direct billing privileges, prior credit application can be arranged through our Accounting Department. A minimum of 10 business days is required for processing the Credit Application.

Cancellation

Functions cancelled 60 to 30 days prior to the event are subject to a cancellation fee of 50% of the room rental and estimated food & beverage charges. Cancellations within 30 days of arrival will be charged 100% of the room rental and estimated food & beverage charges. All cancellations must be received in writing.

Noise

City of Vancouver by laws states that noise levels must be lowered by 11:00pm.

Menus

Parties can choose any of our menus or we can design a menu specifically to suit your needs. Our menus are offered as suggestions and our catering department would be pleased to create a special menu to suit your individual needs.

Boxes and Packages

Hotel Le Soleil will be pleased to assist in the handling of packages and materials. Due to limited storage on property we are unable to accept shipments any earlier than 2 days prior to your event. The hotel is not responsible for any damage to, or loss of, any articles left on the hotel premises during or following an event. All deliveries must be properly labeled. Please include the name of the group, group contact, number of boxes and the date of the event.

Miscellaneous

The organizer is responsible for any damage to the premises by their invited guest(s) or independent contractors during the time the premises are under their control. Use of the Hotel's name and logo in advertising is prohibited without prior approval. The hotel reserves the right to ask that a "Hold Harmless Agreement" is signed by the organizer.